



CITY OF CHELSEA, MA
Human Resources Department

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150
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BILLING AND GRANTS MANAGEMENT ASSISTANT
Recreation and Cultural Affairs
Part Time Position
\$21.00/hour to \$24.00/hour

SUMMARY STATEMENT OF DUTIES

Under general supervision, performs clerical record-keeping duties including collection of individual and organizations fees and grant documents, verification and distribution of athletic field permits, registration payments and receipts, preparation and data entry, preparation of deposit and petty cash slips, maintenance of materials and supplies inventory records. The Billing and Grants Management Assistant is responsible for keeping account records and following financial procedures, as well as producing accurate and timely reports.

ESSENTIAL JOB FUNCTIONS AND DUTIES

Record Keeping and Reporting

- Monitor community use agreements for designated City facilities, athletic fields permits as well as financial transactions, course registration proceeds and the Cultural Council grants records.
- Prepare, analyze and present financial reports for the Director of Recreation and Cultural Affairs in an accurate and timely manner.
- Update and implement Division's business policies and proper accounting practices.
- Perform clerical record-keeping duties, including collection of individual and organizations fees, verification of registration payments and receipts, preparation of deposit and petty cash slips, maintenance of materials and supplies inventory records.
- Maintain accurate and timely account records and reports, and follow established financial procedures.
- Perform accurate and timely data entry into applicable software programs, including Microsoft Office Suite.

Partnerships and Compliance

- Participate in regular meetings with the Director of Recreation and Cultural Affairs to monitor progress in the implementation of goals and objectives and compliance with city's established policies and procedures.
- Works and collaborates with Health and Human Services Business Manager and in compliance with City of Chelsea business transactions and financial procedures.
- Support and engage with staff, Advisory Board members, Youth Commission, Cultural Council in business procedures planning and development.

QUALIFICATIONS

Education/Experience

- Associate Degree or Bachelor's Degree in accounting, business administration with three to five (3 to 5) years of work experience in this field and/or demonstrated quality work and experience.

Skills, Knowledge, Abilities

- Knowledge of billing and collections procedures, strong attention to detail, and goal oriented.
- Previous responsibility for the quality and content of all financial data reporting either for a division or a significant program area.
- Technology use experience, including Microsoft Office Suite with knowledge of accounting and reporting software.
- Strong oral and written communication skills.
- Personal qualities of integrity, credibility, and dedication to the mission of Recreation & Cultural Affairs.

**Qualified candidates submit a cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150 or email to jobs@chelseama.gov.
City of Chelsea Application are available online.**

The City of Chelsea is an Equal Opportunity Employer